



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post GUATEMALA	2. Agency DOS/ PEPFAR	3a. Position Number 312201- 100788
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ No

4. Reason for Submission

☐ a. Redescription of duties: this position replaces
(Position Number) _____, (Title) _____ (Series) _____ (Grade) _____

☒ b. New Position ADMINISTRATIVE ASSISTANT

☐ c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority				
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee
8. Office / Section	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

<p>9. This is a complete and accurate description of the duties and responsibilities of my position</p> <p>_____</p> <p style="text-align: center;">Printed Name of Employee</p> <p>_____</p> <p>Signature of employee Date (mm-dd-yyyy)</p>	<p>10. This is a complete and accurate description of the duties and responsibilities of this position</p> <p>_____</p> <p style="text-align: center;">Printed Name of Supervisor</p> <p>_____</p> <p>Signature of Supervisor Date (mm-dd-yyyy)</p>
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<p>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position</p> <p>_____</p> <p style="text-align: center;">Printed Name of Chief or Agency Head</p> <p>_____</p> <p>Signature of Section Chief or Agency Head Date (mm-dd-yyyy)</p>	<p>12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</p> <p>_____</p> <p style="text-align: center;">Printed Name of Admin or Human Resources Officer</p> <p>_____</p> <p>Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)</p>
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13. Basic Function of Position

The Administrative Assistant Position for the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) Regional Program provides administrative and logistic support to the PEPFAR Coordinator Office. The employee has full responsibility for the effective coordination of frequent (bi-weekly) meetings of the regional HIV team; the establishment and maintenance of stakeholder's database and the implementation of fluent communication procedures; logistical arrangements and effective interagency coordination in support of multiple stakeholder participation in coordination calls, forums and meetings. The Administrative Assistant exercises diplomatic skills while supporting PEPFAR team in setting meetings and other exchanges with top level officials in the region. Some of the administrative support includes: scheduling; procurement; organizing training events, conferences, seminars; arranging travel; providing additional administrative support to the office.

14. Major Duties and Responsibilities

Administrative Support: Provides administrative support to the PEPFAR Coordinator Office in its programmed activities as required, e.g. Reception, scheduling, communications, translation, procurements, organization and filing and serves as the travel coordinator for office staff and ensure all approvals and logistical needs are met. (70%)

Event Support: Responsible to organize and ensures logistical success of regional meetings and events which take place both in Guatemala and throughout the Central American countries where PEPFAR is present. Also provides routine administrative support, e.g., scheduling, communications, travel arrangements. (20%)

Activity Coordination: Coordinates PEPFAR related meetings and events throughout Central America with a wide range of stakeholders. Arranges for travel, lodging, meeting facilities, etc., requires excellent organizational and communication skills and is capable of exercising judgment, taking initiative, and working without constant supervision to ensure that planned activities are executed. (10%)

15. Qualifications Required For Effective Performance

- a. Education: Two years of university study are required.
- b. Prior Work Experience: One year experience in administration working with US Government or host governmental agencies is required.
- c. Post Entry Training: Embassy standard entry training including but not limited to cyber-security, ethics, and counter-intelligence security trainings. The employee will also be trained in use of e-Services, E2 Travel, Integrated Logistics Management System (ILMS), Ariba, and other US Department of State (DoS) software as needed.
- d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read).

Spanish (speaking, reading and writing), Level IV (fluent)
English (speaking, reading and writing), Level IV (fluent)
Language proficiencies will be tested.
- e. Job Knowledge

Knowledge of administrative support functions, including: scheduling; procurement; organizing events, conferences, seminars; arranging travel; providing administrative support.
- f. Skills and Abilities

Diplomatic skills while supporting PEPFAR team in setting meetings and other exchanges with top level officials in the region.

16. Position element

- a. Supervision Received: Supervised by the PEPFAR Coordinator
- b. Supervision Exercised: Supervises external vendors during events
- c. Available Guidelines: Internal PEPFAR guidelines & DoS Regulations
- d. Exercise of Judgment: Coordination and administrative support
- e. Authority to make Commitments: No
- f. Nature, Level, and Purpose of Contacts: Peer-to-peer Coordination, Top Level for Activity Coordination
- g. Time expected to Reach Full Performance Level: 6 Months